

## FATALITY MANAGEMENT DENTAL/MEDICAL RECORDS ACQUISITION SPECIALIST

<b>RESOURCE CATEGORY</b>	Medical and Public Health
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Fatality Management (FM) Dental/Medical Records Acquisition Specialist coordinates with interview and data entry functions to receive notice of missing persons' potential dental and medical care providers
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team).</li> <li>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
<b>DESCRIPTION</b>	<p>The FM Dental/Medical Records Acquisition Specialist:</p> <ol style="list-style-type: none"> <li>1. Reports to the FM Victim Information Center (VIC) Data/Records Coordinator and is part of the FM VIC Team</li> <li>2. Coordinates with interview and data entry functions to receive notice of missing persons' potential dental and medical care providers</li> <li>3. Calls missing persons' dental and medical care providers to obtain copies of antemortem records—such as dental x-rays and charts, medical records, and body x-rays—for Morgue Identification Center (MIC) Team use</li> <li>4. Formally requests documents and identifies needs for subpoenas of medical records</li> <li>5. Helps transfer collected dental and medical records to FM Records Management Specialist for MIC Team use</li> <li>6. Maintains strict confidentiality and adheres to applicable privacy requirements</li> </ol>	Not Specified
<b>EDUCATION</b>	Associate's degree in health information management, medical records, or similar field	Not Specified
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. IS-700: National Incident Management System, An Introduction</li> <li>4. IS-800: National Response Framework, An Introduction</li> <li>5. Psychological First Aid (PFA) Training (minimum 4 hours)</li> </ol>	Not Specified

Position Qualification for Fatality Management Services  
Medical and Public Health

COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency</li> <li>2. Familiarity and experience with information security and chain of custody</li> <li>3. Familiarity with the responsibilities of securing public health information</li> </ol> <p>Experience:</p> <p>Two years of investigative or administrative experience in a Medical Examiner/Coroner (ME/C) system</p>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	<ol style="list-style-type: none"> <li>1. Moderate</li> <li>2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations</li> </ol>	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified



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## NOTES

Nationally typed resources represent the minimum criteria for the associated category.

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## REFERENCES

1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. FEMA, NIMS 508: Morgue Identification Center Team
3. FEMA, NIMS 509: Fatality Management Victim Information Center Data/Records Coordinator
4. FEMA, NIMS 509: Fatality Management Records Management Specialist
5. FEMA, National Incident Management System (NIMS), October 2017
6. FEMA, NIMS Guideline for the National Qualification System, November 2017
7. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders